

Suggestion No. 1753

A. Summary of the Suggestion:

Present Procedure: The Out-Going Section of D&P prepares a monthly report listing the country, pouch number, etc., that pertains to all missing manifest. This report is then forwarded to the Administrative Assistant of RI, who gives this information to the applicable division. The division prepares the dispatch to the field requesting the missing manifest, which is then sent to D&P for sterilization and dispatch.

Proposed Procedure: Use of a signed mimeographed form letter with an auto-stat copy of missing manifests attached and completed by DD/P with the dispatch numbers. The dispatch would go directly to the sterilization section of DD/P for dispatch to the field. An information copy would be sent to the applicable divisions.

B. Evaluation of Concerned Offices:

The Chief, RI stated:

"The subject suggestion has been reviewed in the Records Integration Division and is considered to be worthy of adoption. However, further coordination is necessary.

"RI is considering an extension of this suggestion in the development of a "Pouch Tracer Form". This stems from the content of suggestion No. 1753."

Records Management forwarded the following information:

"The tracer procedure recommended by the suggester has been fully implemented through the use of the attached Form No. 748. The former monthly cost was \$39.62 as compared to the present monthly cost of \$6.89 through use of the new procedure. Annual net savings are estimated to be \$392.76.

"The time factors used in these computations are estimates only based on optimum conditions involving a single document. In actual practice the overall cost to follow up on missing manifests by the former method probably exceeded the estimated figure twenty-five percent. This assumption is based on the fact that the inestimable cost to handle the flow of documents was not included in our estimate. On this assumption, therefore, the overall net annual saving should be about \$500. On this basis we

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recommend that an award of \$25 be granted the suggester.

"The Chief, Records Integration Division reviewed the above computation of savings. He concurred in our findings and recommendation for award. We are sending him a copy of this report of evaluation."

C. Recommendation of the Executive Secretary:

^{#25} Based on the Award Scale for Tangible Savings.

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